

Didja Know?



- When you change any of your personal information, you will need to have your DTS profile updated.

Didja Know?



- **What kind of information are we talking about?**

Didja Know?

- **New Government Travel Card**
- **New Bank Account**
- **New Home Address**
- **New Unit**



Didja Know?

- **Before you go in DTS and start attempting to make changes, you need to know that only your DTA can update your profile.**



Didja Know?

- **You also need to be aware that you must make those changes before you begin a new authorization.**



Didja Know?

- **“Why does that matter” you ask?**



Didja Know?



- **The updated information will not apply to the current authorization you have already created.**

Didja Know?



- **The NEXT time you create an Authorization, the new profile information will apply.**

Didja Know?



- **So, the moral of this story is: Contact your DTA immediately and get your profile corrected!**